



Health & Safety Policy of Hastings Christian Trust (CSWH)

1 General Health & Safety Policy Statement

Hastings Christian Trust is concerned for the health, safety and welfare of its entire staff and volunteers, and is committed to fulfilling all that is required by the Health and Safety at Work Act 1974 (the HSWA) and related Codes of Practice and regulations. The Trust regards the promotion of health and safety matters as a mutual objective of all members of staff and volunteers. The Trust is, therefore, committed to do all that is reasonably practical to prevent personal injury and damage to property and to protect everyone, including the public, from foreseeable danger whilst at work on the Trust's premises, home-based offices or anywhere that the Trust's staff and volunteers are working.

A one-page summary of the overall health and safety arrangements for the Trust is at Appendix A, which is set out in the standard format recommended by the Health and Safety Executive (HSE).

In addition to this policy, a number of documents in the File of Scripture Union Policies accessible from Drop Box:

(<https://www.dropbox.com/sh/d2nrradpz55dzup/AACndEvCmQpqq17OjXohSdHfa?dl=0>)

are part of the overall health and safety provision. These are:

- Fire and other emergencies (applies to office only) relating to the Regulatory Reform (Fire Safety) Order 2005
- Safety regulations
- Safety regulations (applies to visitors to office only)
- Display Screen Equipment (eyesight), Display Screen Equipment (health), Display Screen Equipment (workstations) relating to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002
- Standards for events involving under-18s
- Scripture Union Manual for Holiday and Mission Leaders
- Procedure for Health and Safety Reporting
- Safety of Portable Electrical Equipment.
- Lone Working Policy

2 Organisation for fulfilling the Policy

The HSWA requires responsibilities to be clearly assigned to designated personnel. These are summarised in sections 3 - 9 below. The **Health and Safety Register** contains details of the risks and tasks, responsibilities and review period for each individual action.

3 Responsibilities of the Trustees

The Trustees have overall responsibility for approving health and safety policy and monitoring its effective application.

4 Responsibilities of the Trustees

The Trustees have the overall responsibility to ensure that effective health and safety policies, procedures and practices are developed and maintained within the Trust.

8 Responsibilities of all Members of Staff

All members of staff are required to be familiar with the Trust's health and safety policies, not to endanger themselves or others through their acts or omissions, and to follow all regulations for ensuring a safe and healthy place of work. This includes the requirement to report accidents or damage, or illness sustained at work to their line manager.

9 Responsibilities of Volunteers

All volunteers, including members of staff acting in a voluntary capacity, have a responsibility to follow the health and safety advice given by event leaders, and not to endanger themselves or others by their acts or omissions. Those with responsibility for leading events must further ensure that they follow the guidelines given in the "Standards for Events Involving Under-18s" and "Scripture Union Manual for Holiday and Mission Leaders" and that volunteers or others involved in the events have been given appropriate guidelines relating to health and safety while attending.

Appendix A. Hastings Christian Trust (CSWH) Health and Safety Policy Summary

This is a summary of general policy and arrangements for:

The work of CSWH as an arm of Hastings Christian Trust.

Overall and final responsibility for health and safety is that of:

The Trustees of Hastings Christian Trust

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Details of the organisation, policies and responsibilities are in the HCT Health and Safety Policy available on the CSWH website.

Statement of General Policy	Responsibility of: Name/Title	Action/Arrangements
To prevent accidents and cases of work-related ill-health and provide adequate control of health and safety risks arising from work activities		Relevant Risk Assessments will be completed and actions arising out of those assessments implemented.
To provide adequate training to ensure employees and volunteers are competent to do their work		Staff and volunteers to be given health and safety induction and provided with any necessary training.
To engage and consult with employees and volunteers on day-day-health and safety conditions.		Staff and volunteers will be included in health and safety matters relating to their area of work.
To implement emergency procedures – evacuation in the case of fire and other significant incident.		All emergency equipment will be regularly serviced. Emergency exit routes will be clearly identified and kept clear at all times.
To maintain safe and healthy working conditions, provide and maintain equipment and machinery and ensure safe storage/use of substances.		Toilets, washing facilities and drinking water are provided; a system is in place for routine inspections and testing of equipment and machinery and for ensuring action necessary is promptly taken. Responsibility is shared with all staff and volunteers to report any concerns.
Health and Safety Law Poster is displayed:		In a prominent position in the Office
First Aid and Accident Book are located:		
Policy Summary Subject to review:		Annually
Signed:		Date

Amendment history

Version 6. Amended 13 Sept 2018 to make relevant for HCT

Version 5: Amended 3 Sept 2014 to include responsibilities of volunteers.

Version 4: Amended 3 May 2013 to take account of changes to organisational structure.

Version 3: Amended to clarify the policy structure and not to duplicate the contents of the Health and Safety Register.

Version 2: Amended 23 May 2012 to incorporate changes to the management structure and review statutory legislation (not issued).

Version 1: As published in 2007 on the Extranet.